

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Dear [Recipient's Name or "Claims Department"],

I hope this message finds you well. I am writing to request a clarification regarding my insurance coverage.

Policy Number: [Your Policy Number]

Claim Number (if applicable): [Your Claim Number]

Specifically, I would like to inquire about [specific details or areas of coverage you need clarification on]. It is important for me to fully understand the extent of my coverage in relation to [provide context or reasons].

I appreciate your assistance in this matter and look forward to your prompt response. Thank you for your attention to this inquiry.

Sincerely,

[Your Name]